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ABSTRACT

Designed for parents whose children attend the laboratory nursery school of the University of Minnesota, this handbook contains information regarding the nursery school's goals, operation, and policies. Specifically, the booklet discusses program philosophy and content as they relate to training new teachers and conducting research, specifying enrollment and tuition policies, and outlining policies regarding parent involvement and health services. General policy information on details such as food programs, clothing, the lounge area, field trips, and child/staff insurance are provided. The bylaws of the Parent Advisory Board are also appended. (MP)

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Institute of

Child Development

Laboratory Nursery School

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PARENT HANDBOOK

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

UNIVERSITY OF MINNESOTA

PS 013561

Welcome to the Institute of Child Development Laboratory Nursery School. This handbook contains important information regarding your child's attendance at our center. Please read it carefully and retain it for future reference. Parents and staff members are responsible for all policies contained here. If you have any questions, comments or suggestions please address them to me, to the Administrative Assistant (Margaret Roth) or to your child's teacher.

I am looking forward to working with you and your child.

Lynn Galle
Director

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THE LABORATORY NURSERY SCHOOL

The Laboratory Nursery School of the University of Minnesota is sponsored by the Institute of Child Development. The Institute has been a focal point of research and child study since its inception in 1925, and the Nursery School has made a substantial contribution to this effort. The primary functions of the Laboratory School are:

1. to demonstrate good nursery school practices and to provide a sound educational setting for preschool children
2. to train teachers of young children at both the undergraduate and graduate levels
3. to serve as an active center of child study and research.

The school provides a wide range of experiences for children enrolled in it as well as for students majoring in child development, psychology, education and related fields. It is supported by its tuition revenues and by University support funds. The University funds are given with the understanding that the Nursery School fulfill the training and research needs of the College of Education.

THE PROGRAM

Because the Nursery School is a demonstration site, special attention is paid to the quality of the program and the degree to which it reflects the growing knowledge of the cognitive, emotional and physical development of the young child. The school provides approximately 100 two- to five-year-old children with a developmentally-oriented educational experience, using a curriculum based on discovery, guided exploration and play. All classrooms provide a succession of situations and activities, allowing the child to develop at her own rate and in her own way in personal affective skills and values, academic and cognitive skills, and group values and relationships. Attitudes and habits are developed as children work and play together in an environment that provides opportunities for physical, mental and social growth. The concepts of "understanding," "getting along," and "cooperating" are not taught during designated periods of the day but are experienced, facilitated by the adults as the child participates in activities such as cooking or getting ready to go outside. The concern is not only for the experiences a child may have but also for what happens to the child as she participates. She should be learning to like people and experiencing personal competency.

One of the primary educational goals of the Nursery School is to convey to the young child the value, challenge and excitement of learning. Through information from parents, observation and interaction with the child, teachers plan activities that reflect the needs and interests of the children. Therefore, individual classrooms will vary due to differences in individual teacher styles and the needs and interests of the children. The role of the adults is to help the child organize, define and extend her skills, knowledge and experience. Although the school

always appears informal, the program and environment are the result of careful planning and structuring to meet individual and group goals.

Play and movement experiences are valued as two of the most important means by which learning takes place. The young child deals primarily with specific and tangible materials and sees greater value in the actual handling of objects than in the manipulation of the abstract symbols which represent them. Therefore, carefully planned activities which allow children to be actively involved are an essential part of the program. Through block play, art experiences, science activities, dramatic play, and other large motor activities, children develop classification, observation, language and other cognitive skills necessary for learning to take place. The emphasis is on the process of interacting with materials and people and integration of knowledge rather than specific academic skill acquisition. Though children do develop skills through these activities, they are encouraged to participate for personal satisfaction without undue emphasis on technical skill.

Although the child may choose from alternatives much of the time, she also participates daily in somewhat structured small group activities and in large group experiences that involve the full class. During these structured times, children become familiar with other members of their class through conversations, learning games and music experiences. All activities are expected to be developmentally appropriate and of interest to the children.

Guidance/Discipline

The Nursery School environment is designed to minimize adult interference. The curriculum is planned to promote positive and enjoyable learning experiences for the child and positive interactions between adults and children. The primary reasons for setting limits and developing routines are the safety of the children and the establishment of self-control. By example and by approval of appropriate behavior, teachers build feelings of confidence and adequacy in children. These feelings are necessary components of self-control and a positive self-concept.

Positive contacts with each child during every session establish trust and set the stage for discussing negative behavior and for redirecting a child. Whenever feasible, negative behavior is ignored and positive behavior is reinforced. If necessary, a teacher may remove a child from the group. However, an adult would remain with the child until she is ready to reenter the group. The policy of the Nursery School is one of ongoing discussions so that parents and teachers can work out solutions together.

Typical Daily Schedule

8:45-9:00 Arrival

During this time children are checked in by the nurse and children and parents are greeted by the teachers.

8:45 - 10:15 Indoor Play

During this time children may choose from a number of activities made available for the day. This time may include, but not be limited to, art, problem solving activities, books, blocks, dramatic play, cooking, construction activities and sensory activities such as play with water or sand.

10:15 - 10:35 Clean-up and Large Group Time

This time may include music and movement experiences, stories and dramatizations, concept development and, as the children are ready, group discussions.

10:35 - 11:00 Snack & Small Group Time

This time is used for informal conversations, concept development, literature, or playing learning games.

11:00 - 11:30 Dressing and Outdoor Play

Children choose from a variety of activities in the play yard or large motor room (Room 40) including climbing, running, digging, dancing, biking, woodworking and problem-solving or sensory activities.

11:30 - 11:45 Departure

SPECIAL PROGRAMS

Gym Program

The Physical Education Department trains teachers to work with preschool-aged children. As part of this program some of the Nursery School classes participate in movement sessions at Norris Gym (across the street from the Nursery School). There, a graduate student in Physical Education works with the children providing directed activities involving exploration of body movement and open-ended activities which allow the children to use available materials in a large gym environment.

Music

Music plays a vital role in the Nursery School classroom. Classical, jazz and dance records, as well as the sound of children singing can be heard during free play and group times. Songs and movement experiences are used to introduce concepts and encourage listening skills and music appreciation, as well as simply for fun.

At times, guests (parents, other teachers and professional musicians) are invited into the classrooms to share their musical talents with the children.

Summer School

The Nursery School also operates a five week summer session. The groups meet daily from 8:45 to 11:45 A.M. The summer program is similar to the regular school year with the addition of many more outdoor activities. The classes are taught by the regular Nursery School Staff. Children attending during the year may enroll for this session, if they wish, and applications are also accepted for children wishing to attend the summer session only. Priority is given to those children enrolled for the entire year.

TEACHER TRAINING

A major function of the Nursery School is to train teachers of young children. Student teachers are either in the Nursery School Certification program or are graduate students in related fields (Special Education, Child Psychology). Students are assigned to teach with a head teacher for one quarter. During the ten week period, the Head Teacher works with the students to help them develop competent teaching skills. As part of their experience student teachers plan, implement and evaluate individual and small group activities. They are also expected to assume the responsibilities of the Head Teacher for a short period of time during the quarter. Thus the curriculum in each classroom reflects the interests and needs of these students, as well as those of the Head Teacher. It is assumed that the training aspect provides for innovative and enriched programming for the children enrolled.

OBSERVATION

Observation booths are located adjacent to each classroom. These booths are used by graduate students and faculty conducting naturalistic observations, and by students enrolled in undergraduate courses in Child Psychology or Education, as well as parents and community people.

Although the booths are small, the staff would like to encourage parents to observe and give feedback to the classroom teachers.

RESEARCH

Research is another major purpose of the Nursery School and children who attend the school participate in various research projects throughout the year. These projects are designed by faculty and graduate students from the Institute of Child Development or other departments within the University.

At the beginning of the school year, parents are asked to sign a permission slip allowing their child to participate in the research program. For certain research projects, the staff may feel that this permission is not adequate. In that event, parents are requested to sign another form allowing their child to participate in a specific research project.

The procedure for involving children from the Nursery School is as follows: (1) Faculty members/graduate students write a summary of the proposed research (2) The proposal is approved by Dr. Shirley Moore, an Institute faculty member; Lynn Galle, the Director of the Nursery School; and the University Committee on the Use of Human Subjects (3) The proposal is approved by the nursery school teachers (4) The researcher then spends two or three class periods getting to know the children in the group (5) After the children are familiar with the researcher, they may be taken to a research room to participate in a project. This usually consists of playing a game, answering questions or completing a task. Researchers are not interested in singling out performances of individual children but rather in group performance, e.g., how three-year-olds follow directions.

It is expected that each child will participate in some sort of research project by the end of the year. However, the welfare and comfort of any child is foremost. Most children do seem to enjoy this novel experience. A list is kept of how often each child participates and it is posted outside of the classroom. Throughout the year, summaries of the research conducted in the Nursery School are included in the Parent Newsletter and posted on the parent bulletin board.

THE STAFF

Each class has a Head Teacher and two or three student teachers. The Head Teacher remains with the children through the entire school year and the students change each quarter. The adult-child ratio is generally 1:7. All of the head teaching staff are highly knowledgeable of child development and experienced in working with young children in classroom settings.

We believe the most important quality of the nursery school staff is their warmth and sensitivity to the needs of young children and their families. The emphasis is on working with parents to make the transition from home to school an enjoyable one for everyone.

Our morning teachers are faculty members of the Institute of Child Development. Approximately fifty per cent of the morning appointments are devoted to nursery school. They also teach courses in child development and early childhood education, supervise student teachers and fulfill faculty responsibilities.

The director of the nursery school is also a faculty member of the Institute of Child Development, teaches one course per quarter, serves as advisor and coordinator of the Nursery School Teacher Certification Program and the Early Education Special Education Certification Program.

Approximately 50% of this position is allocated to directing the nursery school program and 50% to teaching and advising responsibilities.

The afternoon teachers are generally graduate students in Child Development or Early Childhood Education programs. They are appointed on a half-time basis.

The administrative assistant handles enrollment procedures for the Nursery School and orders supplies and equipment. This is a 50% position.

The Nursery School also has a registered nurse who is on duty during classroom hours to check attendance, provide basic first aid (if necessary), answer health related questions and coordinate the snacks served to the children.

ENROLLMENT AND TUITION POLICIES

Enrollment in the Nursery School is open to the public. The Laboratory Nursery School, as a component of the University of Minnesota, is committed to the policy that all persons shall have equal access to its programs and facilities without regard to race, creed, color, sex, or national origin. Children are selected from all the enrollment applications. Once a child is admitted, she may continue until she is of kindergarten age.

In filling vacancies, preference is given to brothers and sisters of children presently or previously enrolled and minority children. Remaining vacancies are filled each year by selecting children at random from the Nursery School waiting list. Age and sexual balance of classes is also considered.

Whenever possible, parents will have a choice of class meeting time and age range. All final placement decisions, however, are made by the Nursery School Staff and are contingent upon the adjustment of the child.

Applications may be obtained from the Administrative Assistant located in 184 Child Development or by calling 373-9853. Applications must be returned by April 1 in order to be considered for summer or fall enrollment.

Parents of children selected will be notified by May 15. A $15 enrollment fee is due in the Bursar's office by July 1. Payment assures your child's space. This fee is nonrefundable.

Tuition is charged on a quarterly basis. Fee statements are mailed to all parents and must be paid by the date indicated or a late charge will be added. FALL QUARTER PAYMENTS MUST BE RECEIVED BY THE BURSAR'S OFFICE BY THE DATE INDICATED OR YOUR CHILD'S PLACE WILL BE REASSIGNED TO A CHILD ON THE WAITING LIST.

Tuition and Groups

Two-year-old class

This group meets two mornings per week and parents remain with the child until the teacher and parent feel the child is able to stay comfortably on her own.

Ages: 2:0 - 2:7 Group size: 12 Tuition: $95 for each of 3 quarters.

Three-year-old class

This class meets three mornings per week.

Ages: 2:7 - 4:0 Group size: 18 Tuition: $140 for each of 3 quarters.

Multi-aged class

These classes meet either five mornings or three afternoons per week.

Ages: 3:0 - 5:0 Group size: 18 - 20 A.M. Tuition: $227.50 for each of 3 quarters P.M. Tuition: $140

Children with Special Needs

Our program does accept children with special needs (i.e., those children with a generally recognized and persistent physical, mental or emotional disability) whenever feasible for the child and the school. Most special needs children enrolled in the program are referred by the Minneapolis Public Schools but parents may enroll their child providing they submit an appropriate statement from their child's physician or a

referring agency indicating the special problems or needs and any program modifications necessary for the child's use of the program. The school will obtain the assistance of a qualified consultant prior to the child's enrollment.

Leave of Absence

Enrollment in the Nursery School is expected to be for a year. No placement will be held without special arrangements and full tuition payment.

Withdrawal from the Nursery School

Parents should notify the administrative assistant (373-2219) or the secretary (373-9853) if they plan to withdraw their child. Two weeks notice is required. Tuition refunds are dependent upon this notification. The enrollment fee is not refundable. Tuition refunds are made if a child is withdrawn before the beginning of the sixth week of the quarter and if a two week notice is given to the administrative assistant. Tuition will be deducted for the amount of time the child has attended nursery school plus the two week notice period. No refunds will be given after the fifth week of the quarter.

NURSERY SCHOOL HOURS

Morning Classes		Afternoon Classes	
8:45 - 9:00 A.M.	Arrival Time	1:00 - 1:15 P.M.	Arrival Time
9:00 - 11:30 A.M.	Class Time	1:15 - 3:45 P.M.	Class Time
11:30 - 11:45 A.M.	Pick-up Time	3:45 - 4:00 P.M.	Pick-up Time

To help children adjust, class times and class size will be reduced during the first weeks of Fall Quarter. Teachers will inform parents prior to the start of school of the hours and days their child will attend.

Arrival

Children should arrive at school at the appropriate time--8:45 - 9:00 A.M. or 1:00 - 1:15 P.M. A parent must stay with a child until she has been checked by the nurse.

The school does not have the facilities or the staff to take care of children before the designated times. Until they are checked in, children are the responsibility of their parents and should not be allowed to wander in the room or play in the hall unsupervised. This includes siblings. Our insurance covers only enrolled children during school hours.

Departure

It is important that children be picked up promptly (11:30-11:45 A.M. or 3:45-4:00 P.M.). If an emergency arises, parents should immediately contact the nurse's office (373-3909) so that arrangements can be made for a member of the staff to stay with the child.

Children can be released only to parents or to individuals designated by parents in a written note. IT IS ABSOLUTELY ESSENTIAL THAT YOU NOTIFY US EACH TIME THERE IS TO BE ANOTHER ARRANGEMENT. WE CANNOT ALLOW A CHILD TO LEAVE WITH ANYONE WITHOUT PRIOR PERMISSION FROM YOU.

Parents are encouraged to form carpools. A class list will be sent to parents approximately one week before school begin in the fall. For the safety of the children, it is recommended that carpools be limited to four families and that children wear seat belts.

Parking

Parents who drive their children to and from school may park in one of the spaces along the yellow curb on the right hand side. Parking is not permitted along the yellow curb on the left hand side, and cars parked there may be tagged.

A parking permit will be given to all parents at the beginning of each quarter by the nurse. This permit allows parents to park for 20 minutes only while bringing and picking up their children and must be displayed in order to avoid being tagged by University Police. If you have two cars, you may pick up an extra permit. The Nursery School is not responsible for cars illegally parked.

A parent who wishes to park for a conference or to assist in the classroom may obtain a special permit from the nurse on the day it is needed. This permit must be returned after each use.

Late Fees

Because our Head Teachers are responsible for instructing college students as well as working with the children in their classrooms, it is imperative that children be picked up by the end of the scheduled departure time. A late fee will be charged anytime a child is picked up after:

11:45 for the morning groups
4:00 for the afternoon groups

The late fees are as follows:

Parent arriving up to 15 minutes late	$5
parent arriving up to 30 minutes late	$10
each additional 15 minutes or portion thereof	$5

If you are unable to pick up your child because of an emergency, please contact the school (373-3909) as soon as possible so that arrangements can be made.

If an emergency arises and you are unable to contact school, we will contact the emergency numbers you have given us (please be sure these are kept up to date).

In the event, no one can be reached and we have not heard from the parent within one hour of pick up time, an emergency situation will be assumed and the University Police may be called.

Parents who are chronically late will be asked to discuss the problem with the Director. Chronic lateness may result in expulsion from the school.

In all cases a parent must, if late, sign the late sheet outside of the nurse's office and pay the appropriate fine to her within two school days or the child will not be admitted to class. This policy will be strictly enforced.

PARENT INVOLVEMENT

Success in the Nursery School classrooms depends on cooperation between parents and teachers. At a minimum level, parents must participate in individual conferences with their child's teacher. They are expected to keep informed of school activities by reading the school and class newsletters as well as by reading announcements posted outside the nurse's office.

In addition, the Nursery School offers many interesting options for further involvement. These take into account the differences in parents' interests and schedules.

Daily communication is encouraged at arrival and departure time. Plan to take time periodically for discussion of your child's activities at home or at school. Daily or weekly plans for each group are posted outside of the classroom.

A preadmission conference will be scheduled for all new children and their families during the two weeks before fall quarter begins or prior to enrollment for families entering later in the year. The purpose of this conference is to allow the child to see the classroom and become acquainted with the teacher and to give parents and teachers an opportunity to exchange information.

Midyear conferences will be scheduled by Head Teachers during winter quarter. This conference gives parents and teachers the opportunity to meet privately and to share information about the child's development at home and at school.

Conferences may also be initiated by a parent or a teacher at any time during the year. Whenever possible, both parents are encouraged to attend conferences.

There are also opportunities for informal involvement in the classrooms on a regular or spontaneous basis. Parents may conduct special activities, drive on field trips or simply come in and share snack with the children or read them a story.

In addition, there are various committees, described below, on which parents are invited to serve as well as several social and informational meetings scheduled for parents throughout the year.

Parents also have a voice in the decision process by participating on the Parent Advisory Board and through their representatives on the Preschool Operations Committee.

All School Committees: 1) Parent Advisory Board. Any interested parent may participate on this policy recommending board. The Bylaws are included in the appendix of this handbook. 2) Program Planning Committee. Make arrangements for parent programs based on expressed interests of entire parent group. 3) Hospitality Committee. Set up rooms, arrange for refreshments, publicity, and clean-up after special events. 4) Repair Committee. Repairing small toys and books and repairing or repainting large equipment. 5) Fund raising. Work with a staff member and the Parent Advisory Board to raise money for a specified purpose such as tuition subsidies or new equipment. Other committees may be established as specific needs arise.

Grievance Procedure

A parent who has a grievance or complaint about some aspect of the program should first try to settle the grievance directly with the teacher or other adult involved. If the conflict is not resolved, the grievance should be discussed with the Director of the Nursery School. In the event that the conflict remains unresolved, the parent and the staff member concerned may have the issue discussed at a Parent Advisory Meeting where a recommendation will be made to the Preschool Operations Committee or to the Nursery School Staff.

Entrance Requirements

We are required by State Licensing Laws governing child care facilities to have a completed medical exam form on file for every child enrolled at our center. We would like to have this information before your child starts attending school. We must have it within 30 days after enrollment or your child will be excluded.

As part of the medical exam, the State requires verification of:

1. Immunization for measles (Rubella and Rubeola)
2. Tuberculin screening test
3. Current data on other immunizations (DPT and polio)
4. Medical history on allergies and previous illnesses or injuries

Daily Health Services

A registered nurse is on duty during school hours to provide first aid and emergency treatment. She also checks the children upon arrival for any symptoms of illness. To avoid the disappointment which would result from the child's being excluded and to prevent the spread of infection to other children, parents are asked to observe their children before sending them to school and to keep them at home if they have symptoms of colds or other infections.

Parents should keep their child out of school and notify the nurse whenever the child has:

1. a contagious disease such as chicken pox, strep throat, mumps, etc.
2. a temperature over 99° (orally) or over 100° (rectally).
3. an upset stomach or an intestinal disturbance with diarrhea.
4. an undiagnosed rash.
5. sore or discharging eyes or ears, or profuse nasal discharge.
6. a fresh cold or signs of one.

Children should be kept out of school for at least 24 hours after a fever, stomach upset or commencement of taking an antibiotic. A child should remain home until she is able to participate in a normal school day including outdoor play. If there are any questions, parents should check with the nurse prior to a child's return. (373-3909).

We attempt to take all precautions against the spread of contagious diseases. The nurse will give parents information on incubation periods and symptoms of any disease to which the children have been exposed.

Medications

Whenever a child is to be given oral or surface medications, written authorization must be given by a parent. A separate form is needed for each medication; forms are available from the nurse.

Medications must be in the original container bearing the original label with legible information. Any container not meeting these requirements will be returned to the parent for relabeling at the issuing pharmacy. The unused portion of any medication is to be removed from school on Friday.

Medications will be stored out of reach of the children. The nurse administering the medication will initial and indicate date and time on the form each time a medication is administered.

If the occasion for giving a medication is at your discretion or if it is to be given without an expiration date (i.e. allergies) written authorization from the child's doctor and the parent is needed.

Parent Notification of Illness or Accidents and Procedures for Staff

The parent or guardian is responsible for keeping the information on the emergency card up to date.

If a child becomes ill at school the child will be isolated with an adult until the parent or an authorized person has been contacted and arrives to take the child home.

In the event of an accident creating a need for medical attention, the following procedures will be followed:

1. If immediate emergency treatment is indicated, we will contact the University Police for transportation to the University Hospital Emergency Room and then contact the parent. A staff member will remain with the child.
2. If less serious, the staff will administer the necessary first aid as well as contact the parent.
3. If the parent cannot be reached and a doctor's services are necessary the staff (generally the nurse) will obtain the necessary medical treatment from the child's source of health care listed on the emergency card.

All serious accidents are reported to the Director, logged on an accident form and reported to the Department of Public Welfare.

It is important to state that serious accidents very rarely occur, and the services outlined above are merely a precautionary measure to provide maximum protection for the children.

Snacks

A mid-morning or mid-afternoon snack consisting of milk or juice and a food from one of the four basic food groups is served daily. An effort is made to restrict the sugar content of the food served. To avoid the possibility of choking, nuts, sunflower seeds, popcorn and whole raw carrots are not served. Special snacks are often prepared by the children during class, and parents frequently visit to cook favorite family or ethnic dishes with the children.

Food from Home

Parents who wish to provide children with a special snack may either bring commercially prepared food or arrange with the teacher to prepare something with the children at school. It is a Department of Public Welfare regulation that food which has been prepared at home may not be served to the children.

Children will not be allowed to chew gum or to eat candy during classtime.

Children should also finish eating their breakfast or lunch before coming to school.

Special Dietary Needs

Teachers should be informed at the preadmission conference of any foods a child may not eat for religious or medical reasons.

Clothing

Comfortable, sturdy, washable clothing permits children the necessary freedom to participate in all school activities without undue concern for spills, spots, rips and tears. Pants or shorts are much less dangerous than dresses for jumping and climbing. Aprons are provided for painting, water, and other messy activities but accidents do occur.

Since the classes play outside except during extremely cold or rainy weather, children must be dressed appropriately to avoid discomfort. To avoid lost mittens, hats, boots, etc., these items should be labeled.

Clothing that is easily managed by the children encourages self-help and independence. Many toilet accidents are prevented if children can unbutton or pull down pants without a struggle. Children in the two-year-old class who are not toilet trained may use disposable diapers provided by the school or parents may supply their own diapers.

Lounge Area

There is a conference room located behind the Nursery School kitchen which is shared by teachers and parents. Because this is the only conference space available, teachers may at times request that parents use the area outside of the nurse's office. There is coffee available in the kitchen.

We request that all people using the lounge assume responsibility for putting toys away and generally keeping it in order. Custodial help is not responsible for lounge areas.

The staff appreciates your cooperation.

Insurance Coverage of Children/Staff

The University of Minnesota carries legal liability insurance for the children enrolled and the staff of the Nursery School. Medical coverage should be under the parents insurance policies.

Attendance of Children Not Enrolled

Unless prior arrangements have been made with your child's teacher, children who are not enrolled in the Nursery School must be accompanied by their own parents at all times. Our insurance does not cover children not enrolled.

Closing of School

If it is ever necessary to close the Nursery School, such information will be broadcast on the radio on station WCCO-AM (830) at 7:30 A.M. on the morning in question.

In case of severe weather, our policy coincides with either St. Paul or Minneapolis Public Schools. If either system closes, we will also. WCCO will be broadcasting our closing but you may safely assume that we are not in session if Mpls., St. Paul or the University is closed. We close only in very rare instances, however, we encourage parents to use their own judgment in determining whether their child will attend. Obviously, you are the best judge on your particular situation.

Field Trip Policies

Field trips outside of the Nursery School are a regular feature of the curriculum and a component of the teacher training program. Trips are often made to campus facilities early in the school year and as the year progresses teachers begin to take advantage of various community resources. The procedures for field trips involving motorized vehicles are as follows:

All parents will be informed of destination and means of transportation at least one day in advance.

When cars are used all childen will be in seatbelts.

When more than four children are in a vehicle, there will be two adults in the car.

All vehicles used for field trips will be equipped with a first-aid kit. This equipment and a one-hour parking permit may be obtained from the School Nurse on the day of the trip.

If an emergency situation arises, the Head Teacher is responsible for contacting the school and making any necessary arrangement. Parents and the Director must be informed of any emergency situations and the action taken.

Toys from Home

Toys brought from home present special problems for the child and the Staff. Prized possessions are very difficult to share and often get broken. We urge you to send only those things which can be shared by a group (e.g., a record or a book).

Children's Birthdays/Holidays

We encourage parents to share some of their family's celebrations and traditions with us. Please talk to your child's teacher a few days in advance so that she may plan accordingly.

If you have objections to your child's participation in such celebrations, please talk to your child's teacher so that arrangements may be made for your child.

APPENDIX

The Bylaws of the Parent Advisory Board

Statement of Purpose

The purpose of the Parent Advisory Board shall be to advise and assist in the functioning of programs, policies, activities and functions of the Institute of Child Development's Nursery School.

The Parent Advisory Board:

1. serves as a mutual support for staff and parents.
2. stimulates communication between the parents and the staff.
3. represents parent concerns from each classroom.
4. advises on the establishment of priorities and the resource needs of the school.
5. supports an enriching social and educational experience to help young children develop their physical, mental and social potentials.

Participation:

The Advisory Board is open to all parents of Nursery school students and shall ideally consist of a minimum of one parent from each classroom and representatives from the Program and the Fundraising Committees. These members are the voting members. The non-voting members are the Director of the nursery school, a staff representative, the administrative assistent and at least one representative from the student teachers.

Officers

Officers are elected in April to serve for one year. The officers are chair and vice-chair, and a recording secretary.

1. The chair will preside over all meetings, call special meetings as needed and plan the agenda with the vice-chair and the director.
2. The vice-chair will preside and plan the agenda with the director in the absence of the chair. She or he will notify the members of the meeting.
3. The recording secretary records and posts the minutes of the meeting and lists people in attendance.

Meeting Time

The meetings shall be open to any parent. They will be held at least twice each quarter. The first meeting will be held the third week of school fall quarter.

Motions

Requirement for passing a motion will be simple majority of those voting members present.

Responsibilities

1. Elect 2 representatives for the Preschool Operations Committee.
2. Determine and establish various committees according to need at the beginning of the school year.
3. Facilitate functioning of various committees.
4. Make decisions in cooperation with the Fund-raising committee on spending of monies raised.
5. Advise on policy recommendations.